



BLENDON TOWNSHIP

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FREEDOM OF INFORMATION ACT POLICY

The Blendon Township Board wishes to maintain an open and transparent government for its residents. To accomplish the objectives of openness and transparency, the Blendon Township Board has established the following policy.

It shall be the Policy of Blendon Township that:

1. With the exception of few records most of the records and documents in the archives are in the public domain and are available to members of the public for inspection during normal Township office hours of operation.
2. All Freedom of Information requests must be directed to the Blendon Township Freedom of Information Coordinator.
3. The Blendon Township Freedom of Information Coordinator shall be the Township Supervisor.
4. In the absence of the Supervisor the Township Clerk or the Deputy Clerk shall assume the responsibilities of the Freedom of Information Coordinator.
5. The Freedom of Information Coordinator shall comply with the requirements of the Michigan Freedom of Information Act, Public Act 442 of 1976, and MCL15.231 et seq.
6. All request made by members of the public for the requisition of township records shall be submitted on a standard form provided by the Freedom of Information Coordinator.
7. The applicant making the Freedom of Information request shall be required to pay a reasonable fee to defray the cost of document retrieval by township personnel.
8. The Freedom of Information Coordinator shall make reasonable efforts to make all information requested available at the lowest cost to the applicant.
9. A fee schedule shall be adopted by the Township Board and revised from time to time. The fee schedule shall establish the lowest reasonable fees to recover the cost of reproduction, recovery, relocation and transmission of requested documents.

This Blendon Township policy was adopted by a resolution of the Board on _____. This policy supersedes all previously adopted policies of Blendon Township regarding the administration of the Michigan Freedom of Information Act. Public Act 442 of 1976.